



4507 GYMS & ATHLETIC FACILITY RENTAL POLICY

Policy Type: Administrative
Applies To: All Staff, Students, Visitors
Approved By: LCS Head of Schools
Policy Reviewed: every 2 years
Adopted: 01 20247
Revisions:

1. RATIONALE:

- (a) Langley Christian School has a responsibility to equitably and transparently steward access to gymnasiums and athletic facilities. These facilities are in high demand among for-profit sports clubs and other community user groups and decisions regarding access require discernment. LCS gymnasiums are capital assets that exist for the use of students, families, staff and alumni in support of the school's curricular and athletic programs; and for enhancing opportunity for Christian discipleship, wellness and community.
- (b) Lightning Athletics is a core pillar of the LCS program, and its sustainability as a core program is strongly correlated with the school's capacity for student recruitment, faculty recruitment and community reputation. Scheduling of gyms and athletic facilities usage will prioritize user groups which support or enhance LCS programs. See SECTION 3 & 4.

2. GENERAL ATHLETIC FACILITY USE & RENTAL POLICIES:

- (a) Some reasonable effort must be maintained to ensure one or more programs are not privileged over another in proportion of scheduled usage.
- (b) External bookings will be prohibited during volleyball (September-November) and basketball (December-March) seasons to allow for school program use and regular maintenance and custodial services.
- (c) Recurring hourly rentals will not be made available to the public or individuals. Society members' use of athletic facilities in circumstances where there is no formal rental agreement may be considered as a taxable benefit by the Canada Revenue Agency.
- (d) Keys, alarm codes and after-hours gym and athletic facility access will not be provided to non-staff. (See POLICY 4506 Campus Security Policy)

- (e) On a case-by-case basis, user groups, restricted to those administered and/or led by LCS employees, and which enrol current LCS students, may use athletic facilities for recurring events at the school's discretion.
- (f) Administration recognizes that school gymnasium rental spaces are scarce and in high demand for a number of for-profit individuals and organizations. Market-based recurring, hourly rental rates do not cover expenses related to capital replacement, maintenance and custodial. Therefore, LCS will restrict community partnerships to clubs and organizations that:
 - (i) positively benefit the LCS community and students;
 - (ii) directly invest in the provision and maintenance of capital assets;
 - (iii) provide direct added-value services in kind, free or at reduced cost for LCS students.
- (g) LCS may alter a booking with sufficient notice in the event of a conflict with school events.
- (h) LCS staff approved to supervise and administer athletic facility use (outside of assigned work hours and duties) must be on-site to open and secure the facility, will be required to follow all facility use and other LCS policies at all times, and will be responsible for security, equipment storage, and maintenance as required.

3. SCOPE:

- (a) These policies apply to all user groups and individuals which may include, but not be limited to: external athletic clubs, community organizations and non-profit organizations;
- (b) any internal staff member, society member, alumnus, or current parent/caregiver seeking to rent or lease a gymnasium on a recurring basis for more than 2 weeks.

4. DEFINITIONS

- (a) User-group: any external athletic club, community organization and non-profit organization seeking a rental or lease agreement for an LCS gymnasium or athletic facility.
- (b) Community Partnership: an agreement between LCS and an external user-group that meets a specific set of criteria
- (c) Rental agreement: the standard agreement contract between LCS and a user-group.

5. COMMUNITY PARTNERSHIPS

- (a) The school will only enter into recurring rental contracts with user groups that meet the criteria for community partnerships.

- (b) The senior leadership team (SLT) will review and approve all applications for athletic facilities-use community partnerships and may terminate them at any time, at the school's discretion.
- (c) Access to non-profit and for-profit clubs and organizations shall be limited to those which are aligned with the approved PARTNERSHIP CRITERIA and a signed PARTNERSHIP AGREEMENT.
- (d) LCS will establish fee structure at its discretion and may not rent out more than 50% of available booking space to one partner organization.

(e) PARTNERSHIP CRITERIA

- (i) The published values, philosophy, belief statements, conduct and/or mission of the club or organization must align with commonly understood Christian values and beliefs.
- (ii) The club or organization demonstrably prioritizes community building, inclusion, connection and teaching of values and character over a high performance and results orientation.
- (iii) The club or organization maintains and is willing to share annual financial statements or can provide evidence that the organization or individuals are not profiting disproportionately from access to LCS capital assets.
- (iv) There must be evidence of a robust student safety screening process, sufficient liability insurance and a process for abusive conduct reporting. (See Policy 4502, section 6 for insurance requirements.)
- (v) Teams or clubs scheduled in use of LCS facilities must include LCS students in their enrollment for the specific age-group or cohort. Priority will be given to clubs run by LCS staff and parents specifically for the purpose of providing opportunities and reducing cost for LCS students participating in community sport or activity-based clubs.
- (vi) LCS will not provide keys or security access codes to non-staff. Rental contracts may include the cost of a staff member to open and close the facility at the scheduled times, and to ensure LCS property is maintained except in cases where a club/organization supervisor is a member of the LCS community.
- (vii) The activities, music and media used in LCS facilities must not be in conflict with any existing LCS policy or statement of conduct. Political activities of any kind, or music and media promoting vulgar language, hatred, violence, discrimination or anti-Christian messaging are prohibited at all times.
- (viii) Rental contracts do not permit usage of LCS capital assets or property unless otherwise specified in any agreement. The club or organization must be above reproach at all

times in maintaining and caring for LCS property and facilities according to the Rental Agreement.

- (ix) The club or organization must demonstrably give back to the LCS community in kind, service or support of LCS initiatives, sponsorship, community events and/or fundraising.
- (x) It is understood and agreed that LCS reserves the right to alter the rate or preferred status of the partnership at any time if the club or organization fails to meet any of the above.
- (xi) The PARTNERSHIP AGREEMENT must indicate the above criteria are satisfied, must be signed by both parties and accompanied by supporting documentation where necessary to remain on file with the Director of Operations (operations@langleychristian.com).

6. FULL-DAY INSTITUTIONAL ATHLETIC FACILITY RENTALS:

- (a) The school may at its discretion, on a case-by-case for special events, issue a short-term rental at a full-day institutional rate that is based on commercial lease rates and factors security, supervision and custodial services into the rate.
- (b) Special events may include, but are not limited to: conferences, church events, weddings, funerals, performances and athletic tournaments.
- (c) Fees may be adjusted or waived for Christian, non-profit organizations on approval by the Head of Schools.

RELATED POLICIES:

- 4501 Employee Facilities Use Policy
- 4502 External Rentals Policy
- 4506 Campus Security Policy

Reviewed:

